

PURCHASING DIVISION
100 N. ANDREWS AVENUE
FORT LAUDERDALE, FL 33301
(954) 761-5140
FAX (954) 761-5576

City of Fort Lauderdale
INVITATION TO BID/REQUEST FOR PROPOSAL
e-mail: purchase@ci.ftlaud.fl.us

INVITATION TO BID NO.: **602-8343**

ISSUE DATE: 07/18/00
PAGE 1 OF 17
BIDS MUST BE RECEIVED
PRIOR TO 2:00 P.M.
ON: 8/16/00

TITLE: Microfilming Services (35mm)

PROCUREMENT SPECIALIST: Marsha M. Perri, CPPB/MarshaP@ci.ftlaud.fl.us **(954) 492-7816**

DEPT: Public Services/Distribution & Collection

CONTACT FOR TECHNICAL QUESTIONS: Janet Jarvis

Phone No.: (954) 492-7833

Bidder Must Complete the Following:

<p>Vendor Name</p> <p>Number & Street:</p> <p>City, State, Zip (+4) (see General Conditions Section 1.01)</p> <p>Was this Invitation mailed to the Correct address? Mark "X" here <input type="checkbox"/> and we will adjust our records</p> <p>Area Code and Telephone No. () _____ 800 _____ FAX () _____</p> <p>e-mail:</p> <p>Delivery: Calendar days after receipt of Purchase Order: (section 1.02) _____ days</p> <p>Payment Terms: (section 1.03) _____ net _____</p>	<p>Total Bid Discount (section 1.04) _____</p> <p>Bids are firm for Acceptance for 90 days (section 1.05) Yes _____ No _____ Other _____</p> <p>State or reference any variances (section 1.06) Web site address: http://www</p> <p>NO BID: If not submitting a bid, state reason below and return on copy of this form (section 1.07) Does your firm qualify for MBE, WBE, SBE status In accordance with Section 1.08 of General Conditions? MBE _____ WBE _____ SBE _____</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

How to Submit Bids/Proposals: It will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Purchasing Division, 6th floor, Room 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Do not submit via Facsimile. Facsimile bids will not be accepted.

Each bid envelope must be sealed with the following information stated on the **OUTSIDE** of the envelope:

BID/RFP No. **602-8343**

Title: **Microfilming Services**

Opens: **August 16, 2000**

Vendor Certification: I, the below signed hereby agree to furnish the required article(s) or services(s), at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. I have read all attachments and fully understand what is required. By submitting this bid, I certify that I will accept a contract if approved by the City and such acceptance covers all terms, conditions, and specifications contained in this bid. I certify that I have not divulged to, discussed with, or compared this bid with any other bidder(s) and have not colluded with any other bidder(s) or parties to this bid. I certify I am authorized to contractually bind the bidding firm.

Signature of Authorized Representative

Title (Typed or Printed)

Name of Authorized Representative (typed or printed)

Date:

**City of Fort Lauderdale
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Division of Purchasing. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 **BIDDER ADDRESS:** The City maintains automated vendor mailing lists for each specific Commodity Class Item. Invitation to Bid (ITB'S) will be mailed first to a selection of Bidders who have fully registered on our system. Requests will be mailed to unregistered Bidders within a reasonable time frame for that bid only. The mailing of one ITB to the vendor, nor a bid in return, will register a vendor on our system. If you wish purchase orders sent to a different address, please so indicate. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its purchasing activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 **BIDDING DEFINITIONS:** The City will use the following definitions in its general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement, or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Purchasing Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Purchasing Division immediately. Such notification must be received by the Purchasing Division prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.

- 3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion, that will most accurately estimate total cost of use and ownership.
- 3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Purchasing Manager reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 **PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise, the City will treat all materials received as public records.
- 3.16 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.17 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.
- If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.
- 3.18 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 **PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 **INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Purchasing Division original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED** and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 **COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 **ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 **SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 **ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 **OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 **VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 **INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 **INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.

- 5.09 **TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 **TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 **CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 **RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 **PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 **LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 **NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 **UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.
- If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.
- 5.17 **ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 **PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 **ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 **LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

**City of Fort Lauderdale
Purchasing Division
Invitation to Bid 602-8343
Microfilming Services (35mm)**

Part 1. General Information and Requirements

- 1.01 Intent:** The City of Fort Lauderdale is hereby requesting bids, from qualified vendors, to supply **Microfilming Services (35mm)**, as per the specifications contained herein. Services may include, but are not limited to: 35mm microfilming; duplicating; various methods of indexing; jacketing; preparation of documents; and pick-up and delivery.
- 1.02 Contract Term:** The contract term shall be for a period of two (2) years, commencing approximately August 7, 2000, or when approved by the City. The contract shall have provisions for extensions for up to two (2), one year periods, provided: both parties to the agreement approve; all terms, conditions and specifications remain the same; and the extension is approved by the City.
- 1.03 Information:** For information regarding bidding procedures, contact:

**Marsha M. Perri, CPPB
Procurement Specialist II
Public Services Department
Telephone: (954) 492-7816**

For information regarding the technical specifications contact:

**Janet Jarvis
Contract Administrator
Public Services Department
Telephone: (954) 492-7833**

Such contact will be for clarification purposes only. Material changes, if any, to the technical specifications or bidding procedures will only be transmitted by written addendum.

No oral order, objection, claim or notice by any party to the other, either before or after execution of this bid, shall affect or modify any of the terms or obligations contained in any of the documents comprising this bid.

- 1.04 Qualification of Bidders:** Bids will be considered only from firms that have been engaged in providing microfilm services similar to the services specified herein or other microfilm services for a period of not less than three (3) years continuously, and who are presently engaged in providing these services. Bidders will be required to demonstrate proof of experience in the management and administration of an organization of the magnitude required for the performance of this contract.

The City of Fort Lauderdale reserves the right, before recommending any award, to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with the contract documents, including the financial ability, organizational ability, experience record, and equipment.

The City of Fort Lauderdale will determine whether the evidence of ability to perform is satisfactory and will make awards only when such evidence is deemed satisfactory and reserves the right to reject bids where evidence submitted, on investigation and evaluation, is determined by the City to indicate inability of the bidder to perform.

- 1.05 Consideration for Award:** Pricing must include all costs incurred by the Contractor, and must be firm for the contract period. Award will not be made on a split basis. Award will be based upon the information you submit, and consideration will include, but not be limited to: lowest overall cost to the City; reputation for product/service performance; reliability and service record of bidding firm.

The City reserves the right to award to that bidder who will best serve the interest of the City. The City also reserves the right to waive minor variations in specifications and in the bidding process. The City further reserves the right to accept or reject any and/or all bids and to award or not award a contract based on this bid proposal.

- 1.06 Variances and Exceptions:** Bidder **must** state in detail any variances or exceptions to specifications, terms and conditions in the space provided on Page 1 of this Invitation to Bid. If variances or exceptions are noted elsewhere and/or attached, then you **must** make reference to that fact in the space provided on Page 1 of this Invitation to Bid.

Failure to do so could result in the rejection of your bid.

- 1.07 Selling, Transferring or Assigning Contract:** No contract awarded under these terms, conditions, and specifications shall be sold, transferred or assigned without the written approval of the City.

- 1.08 Pricing:** The Contractor shall be responsible for all costs incurred in providing the required services in accordance with the Invitation to Bid specifications. The total cost to the City for the required services shall be the costs as proposed by the Bidder and accepted by the City. Pricing is to remain firm for the term of the contract.

- 1.09 Payment:** Payment will be made monthly, after receipt of services requested and approval of invoice for such services. Each invoice shall be accompanied by records fully detailing the amounts stated on the invoice. The City shall notify the Contractor within ten (10) days of receipt of invoice of any items questioned.

The Contractor shall prepare verification data for the amount claimed and provide complete cooperation during such investigation of any areas in the invoice subject to question.

- 1.10 No Exclusive Contract/Additional Services:** Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

- 1.11 Insurance:** The Contractor shall furnish proof of Workers' Compensation and General Liability Insurance and Automobile Liability. Coverage to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "ADDITIONAL INSURED" with relation to Commercial General Liability Insurance. Costs for adding the City as "ADDITIONAL INSURED" will be at the Contractor's expense.

Workers' Compensation & Employer's Liability Insurance

Limits: Workers' Compensation: Statutory

Employer's Liability: \$100,000.00

Commercial General Liability Insurance

Limits: Combined Bodily Injury/Property Damage: \$500,000.00

Automobile Liability

Limits: Combined Single Limit (Each Accident): \$500,000.00

Subcontractor Insurance: Contractor is advised to require all subcontractors to provide the aforementioned coverage as well as any other coverages that the Contractor may consider necessary. Any deficiency in the coverages or policy limits of any subcontractor will be the sole responsibility of the Contractor.

Contractor shall report to the Contract Administrator, any damage done to City property by Contractor's personnel on the same day as such damage may occur. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced to the complete satisfaction of the City at no additional cost to the City.

A copy of your Certificate of Insurance should be included with your bid. In the event that you are the successful bidder, you will be required to provide a Certificate of Insurance naming the City as "ADDITIONAL INSURED".

Certificates will be required prior to commencement of work. The City shall be given thirty (30) days written notice of any cancellation or material change in any policy.

- 1.12 Laws, Ordinances, etc.:** The Contractor shall observe and comply with all Federal, State, local and municipal laws, ordinances, rules and regulations that would apply to this contract.
- 1.13 Permits, Taxes, Licenses:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes which may be required to comply with all local ordinances, state and federal laws, rules and regulations applicable to the business to be carried on under this contract.
- 1.14 Signature Requirement:** Bidder please insure that you have signed Page 1 of this Invitation to Bid. Omission of a signature on that page may result in the rejection of your bid.
- 1.15 Minority Participation:** The City of Fort Lauderdale wants to increase the participation of minority business enterprise (MBE) and women business enterprise (WBE) in its purchasing activities. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. If your firm qualifies, please indicate in Section 1j. on the first page of this Invitation to Bid.

Part 2. Specific Requirements

- 2.01 Inspection:** A sampling of the various types of documents included in this Invitation to Bid are available for inspection at the City's Public Services Department, 949 NW 38 Street, Fort Lauderdale, FL.

Bidders may arrange to inspect these documents by contacting Janet Jarvis (954) 492-7833 prior to the bid opening date. Inspection of these records will be made available up to two (2) days prior to bid opening.

- 2.02 General Condition of Documents/Inspection Responsibility:** It is the bidder's responsibility to inspect the condition of the original records and associated documents prior to submitting a bid. By submitting a bid, the bidder certifies that he is aware of the general condition of the documents to be microfilmed and that submission of a bid is acknowledgment that they have familiarized themselves with those conditions.

2.03 Packing/Transportation/Return: Contractor shall be responsible for any packing required for the transportation of all documents to be microfilmed from their present location to the Contractor's facility.

2.03.01 Pick-up Procedure:

The Contractor will pick-up all documents that are to be microfilmed from the designated site. The current site for this Invitation to Bid is:

City of Fort Lauderdale Public Services Department
949 NW 38 Street
Fort Lauderdale, FL 33309

No records may be picked up without approval from:
Janet Jarvis
(954) 492-7833

2.04 Lost/Stolen/Damaged Original Documents: The Contractor will be held responsible for lost, stolen and/or damaged original documents. The Contractor will be fined up to \$1,000.00/per document and/or incident for any lost, stolen and/or damaged original documents. No unauthorized reproduction or distribution of any City data is permitted.

2.05 Records: The Contractor shall maintain during the term of the contract all books of account, receipt invoices, reports and records in accordance with generally accepted accounting practices and standards. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. Recommendations for changes, additions or deletions by the City's Internal Auditor must be complied with by the Contractor.

2.06 Addition or Deletion of Services: The City may require additional services, and services of a similar nature, during the contract term which are not specifically listed in the Invitation to Bid. The Contractor agrees to provide the City prices or contractual terms on such additional services based on a formula or method which is the same or similar to that used in establishing the prices or contractual terms in his or her bid.

If the price(s) or term(s) offered are not acceptable to the City, and, an agreement cannot be reached to the satisfaction of the City, the City reserves the right to procure those services from other qualified Contractors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

The City reserves the right to delete any portion of this contract at any time without cause, and if such right is exercised by the City, the total fee shall be increased or reduced in the same ratio as the estimated cost of the work added or deleted to the estimated cost of the work originally planned.

Part 3. Scope of Services

3.01 Background/Objective: The City of Fort Lauderdale Public Services Department employs a system of microfilm records as part of the operation and maintenance of its facilities and infrastructure. Field crews and office support use these records, in combination with microfilm reader/printers and portable readers, throughout their daily operation. These records must be updated on a monthly basis. At this time the Department is actively seeking bids, from qualified bidders, to perform the services specified within this document.

3.02 General Specifications: The required services will include:

- Pick-up copies of original record documents
- Document preparation
- Filming
- Jacketing and labeling
- Duplication
- Quality control
- Delivery of finished products and return of copies in the same context and packaged in the same way as when picked-up.

The documents to which these services will apply and the quantities per completed set and their dimensions are as follows:

Water System Section Maps	57 – 32"x32"
Force Main Section Maps	57 – 32"x32"
Storm Drain Section Maps	57 – 32"x32"
Sewer Books and Sheets	Books 14
	Sheets approx. 1900 – 11"x20"

Other documents that will require microfilming but are not part of a set are as follows:

Intersection Detail Drawings	8.5"x11"
Meter Detail Drawings	8.5"x11"
Fire Service Detail Drawings	8.5"x11"
Project Files	24"x36" OR
	8.5"x11"

The City's Contract Administrator for this contract is:

Janet Jarvis
Public Services Department
(954) 492-7833

All documentation and correspondence shall be directed to her.

Part 4. Technical Specifications

4.01 Pick-up Copies of Original Record Documents: The Contractor shall pick-up copies of the original record documents to be processed from the City of Fort Lauderdale Public Services Department, 949 NW 38 Street, Fort Lauderdale, Florida and return these records to same after filming. The Administrator shall notify the Contractor of a scheduled pick-up with at least five working days notice. No records are to be picked-up without notification and authorization by the Contract Administrator.

4.02 Document Preparation: The Contractor shall prepare all documents before filming by removing staples, clips, repairing torn documents and ironing folded plans.

4.03 Filming

4.03.01 Water System Section Maps

The Contractor shall individually microfilm water system section maps upside down into four quadrant sections each on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Four images will be inserted in one jacket (see Paragraph 4.4 "Jacketing and Labeling") so that there is one jacket with four frames for each section map. Each image will be inserted upside down within the jacket so that it is readable when inserted into the City's readers face forward and jacket header up.

4.03.02 Force Main Section Maps

The Contractor shall individually microfilm force main section maps upside down into four quadrant sections each on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Four images will be inserted in one jacket (see Paragraph 4.4 “Jacketing and Labeling”) so that there is one jacket with four frames for each section map. Each image will be inserted upside down within the jacket so that it is readable when inserted into the City’s readers face forward and jacket header up.

4.03.03 Storm Drain Section Maps

The Contractor shall individually microfilm storm drain section maps upside down into four quadrant sections each on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Four images will be inserted in one jacket (see Paragraph 4.4 “Jacketing and Labeling”) so that there is one jacket with four frames for each section map. Each image will be inserted upside down within the jacket so that it is readable when inserted into the City’s readers face forward and jacket header up.

4.03.04 Sanitary Sewer Books

The Contractor shall individually microfilm sanitary sewer book sheets on one frame of 35mm film. Each image will be at a reduction ratio of 12:1. Each image will be inserted in one jacket so that there is one film per jacket. For image inserts see “Jacketing and Labeling”.

4.03.05 Project Files

The Contractor shall individually microfilm each project sheet separately on one frame of 35mm film. Each image will be at a reduction ratio of 36:1. Each jacket will contain no more than four films (separate sheets). There may be other paperwork included with a project that may be of various sizes. Those images will be filmed individually on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. For image inserts see “Jacketing and Labeling”.

4.03.06 Intersection Details

The Contractor shall individually microfilm each intersection detail on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Each image will be inserted in one jacket so that there is one jacket with one film for each intersection detail. For image inserts see “Jacketing and Labeling”.

4.03.07 Meter Detail Drawings

The Contractor shall individually microfilm each meter drawing on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Each image will be inserted in one jacket so that there is one jacket with one film for each fire service drawing. For image inserts see “Jacketing and Labeling”.

4.03.08 Fire Service Detail Drawings

The Contractor shall individually microfilm each fire service drawing on one frame of 35mm film. Each image will be at a reduction ratio of 16:1. Each image will be inserted in one jacket so that there is one jacket with one film for each fire service drawing. For image inserts see “Jacketing and Labeling”.

4.04 Jacketing and Labeling

4.04.01 Water System Section Maps

Each section map will be filmed upside down into four quadrant sections so that there will be four frames for each section map. Each piece of film shall be loaded into 4"x6", 2 channel blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The north range (the letter "A" indicating the north range) image of the section map shall be at the bottom of the jacket and the south range (the letter "B" indicating the south range) image of the section map shall be at the top of the jacket. The jacket shall be labeled on the header with two lines of black with 1/10" letters (10 pt. Bold). The first line shall contain the words "Water System Section Map" (centered), the second line shall contain the section map name, example:

Water System Section Map

10-50-42

The calendar month and year that the image was taken shall be typed on the top left corner of header.

4.04.02 Force Main Section Maps

Each section map will be filmed upside down into four quadrant sections so that there will be four frames for each section map. Each piece of film shall be loaded into 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The north range (the letter "A" indicating the north range) image of the section map shall be at the bottom of the jacket and the south range (the letter "B" indicating the south range) image of the section map shall be at the top of the jacket. The jacket shall be labeled on the header with two lines of black with 1/10" letters. The first line shall contain the words "Force Main Section Map" (centered), the second line shall contain the section map name, example:

Force Main Section Map

10-50-42

The calendar month and year that the image was taken shall be typed on the top left corner.

4.04.03 Storm Drain Section Maps

Each section map will be filmed in two sections (north and south) so that there will be two frames for each section map. Each piece of film shall be loaded into 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The north range (the letter "A" indicating the north range) image of the section map shall be at the bottom of the jacket and the south range (the letter "B" indicating the south range) image of the section map shall be at the top of the jacket. The jacket shall be labeled on the header with two lines of black with 1/10" letters (10 pt. Bold). The first line shall contain the words "Storm Drain Section Map" (centered), the second line shall contain the section map name, example:

Storm Drain Section Map

10-50-42

The calendar month and year that the image was taken shall be typed on the top left corner.

See attached examples for Atlas Jackets.

4.04.04 Sanitary Sewer Books

Each sanitary sewer sheet will be microfilmed separately and there will be one film per jacket. Each film will be loaded into 4"x6", 2 channel blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The jacket shall be labeled on the header with black type, 1/10" letters (10 pt. Bold). It will need to contain the sewer book name and sheet number, examples:

Book A-6 Or Book A-2
Sht. 121 keysht. 1 of 4

The calendar month and year that the image was taken shall be on the top left corner.

4.04.05 Project Files

Each project sheet will be microfilmed individually, however, there will be no more than four films per jacket in numeric order (by page number). Two films are to be inserted at the top and two films at the bottom. Each film will be loaded into 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The jacket shall be labeled on the header with bold type, 1/10" letters (10 pt. Bold). It will need to contain the DE number (centered), example:

DE 2977

Each jacket shall be numbered as to the number of jackets belonging to one project, example: 1 of 22, 2 of 22, etc. Except in the case of an "Add On", this shall be before the DE number, example:

Add On DE-2977

In this case, do not put a number to the jacket as to how many jackets belong to that project, because if it is an "Add On" you will not know how many are already existing for that project (see drawing detail attached). This shall be in the top right corner. The month and the year the image was taken shall be in the top left corner.

4.04.06 Intersection Detail Drawings

Each intersection detail will be microfilmed individually and there shall be one film per jacket. Each film will be loaded into 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The jacket shall be labeled on the header with black type, 1/10" letters (10 pt. Bold). It will need to contain the detail number (centered), example:

10-50-42
#10

If detail is an "Update", the header will need to be labeled as follows:

10-50-42
Update #10

The calendar month and the year the image was taken shall be on the top left corner (see attached example).

4.04.07 Meter Detail Drawings

Each meter drawing will be microfilmed individually and there shall be one film per jacket. Each film will be loaded into 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The jacket shall be labeled on the header with black type, 1/10" letters (10 pt. Bold). It will need to contain the meter number (centered), example:

M #56

The calendar month and year that the image was taken shall be on the top left corner.

4.04.08 Fire Service Detail Drawings

Each fire service drawing will be microfilmed individually and there shall be one film per jacket. Each film will be loaded in 4"x6", 2 channel, blue ribbed jackets with a 15/16" header. Each piece of film shall be loaded upside down so that it is readable within the City's reader/printer when the jacket is inserted face forward and header up. The jacket shall be labeled on the header with black type, 1/10" letters (10 pt. Bold). It will need to contain the fire service number (centered), example:

FS #56

The calendar month and year that the image was taken shall be on the top left corner.

4.05 Duplicating and Ordering Form

4.05.01 Water System Section Maps

18 duplicates must be made of each original water section map jacket. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.02 Force Main Section Maps

18 duplicates must be made of each original force main map jacket. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.03 Storm Drain Section Maps

0 duplicates must be made of each original storm drain section map jacket. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.04 Project Files

0 duplicate must be made of each original project file. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.05 Intersection Detail Drawings

18 duplicates must be made of each original intersection detail. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.06 Meter Detail Drawings

0 duplicates must be made of each original meter detail. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.07 Fire Service Detail Drawings

0 duplicates must be made of each original fire service detail. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.05.08 Sanitary Sewer Books

18 duplicates must be made of each original sewer book sheet detail. The duplicates must be made onto diazo (ammonia-based) film in accordance with ANSI specifications. The duplicating process must be arranged such that the images on the duplicate are upside down and face forward. This is necessary so that the images are readable when the duplicate is inserted face forward and head up in the City's microfilm readers.

4.06 Delivery of Finished Products and Return Copies of Original

Copies of originals and duplicate microfilm shall be delivered by the Contractor to the Contract Administrator within 14 calendar days of pick-up by the Contractor. All copies sent out for microfilm **must be returned** unless otherwise instructed.

4.07 Quality Control

4.07.01 Standards

The Contractor shall follow all State of Florida regulations for Microfilm Standards (Chapter IB-26) of the Records Management – Standards and Requirements Micrographics Handbook and the American National Standards Institute (ANSI) specifications for the products and execution of this contract unless otherwise instructed by these contract documents.

The City's Records Management Services Section reserves the right to employ an independent microfilm service company to test the quality standards and ensure that the Contractor has complied with all state standards in connection with the microfilming of these records.

4.07.02 Inspection, Errors and Retakes

The successful Contractor shall be responsible at their sole cost and expense for insuring the best legibility of the finished products, and with meeting the terms set forth in this document. If the Administrator determines that any finished product is not legible or does not conform with the contract specifications, the Contractor will be responsible for providing the corrected finished product at no additional cost to the City.

SAMPLE REQUIREMENT:

The City shall require microfilm samples of work from the three lowest responsive and responsible bidders. Bidders shall produce the microfilm sample work from copies; asbuilt drawings and associated documents provided by the City. These samples shall be returned to the Contract Administrator within five (5) working days of receipt of the original document.

If the first three bidders samples should fail to meet the City's requirements, the City will continue until a satisfactory evaluation is achieved. The City will retain the samples as the standard of quality throughout the contract period.

If applicable, the City will pay the awarded Contractor for the required samples. Any charges are to be indicated in the space provided under Item 10. on the attached questionnaire.

Questionnaire**Please print or type:****Firm Name:** _____**President:** _____**Business Address:** _____**Telephone:** _____ **FAX:** _____**1. Describe the last project/contract of this nature which you completed:**

2. Provide information for three (3) references with particular emphasis on other governmental agencies:**Company Name:** _____**Address:** _____**Contact Name:** _____ **Telephone Number:** _____**Company Name:** _____**Address:** _____**Contact Name:** _____ **Telephone Number:** _____**Company Name:** _____**Address:** _____**Contact Name:** _____ **Telephone Number:** _____**3. Number of years experience the proposer has had in providing similar services:** _____

4. Have you ever failed to complete work awarded to you? If so, where and why? _____

5. List any licenses/permits, etc. you hold for performing this type of work:

6. After City approval, how many days will be required for you to commence services? _____**7. Give the location of the facility at which these services will be performed:**

8. Provide a list of equipment that will be used in the performance of all microfilming and duplication services, as outlined in the Invitation to Bid:

9. Will you sublet any part of this work? If so, list the portions or specialties of the work that you will and identify the subcontractor:

10. Please state charge, if applicable, for SAMPLE microfilm:

11. Are pick-up and delivery charges included? If no, please indicate cost per round trip:
\$ _____

12. Are the above prices firm for the initial two year contract period:

YES _____ NO _____

If no, please explain: _____

13. List any lawsuits pending or complete involving the corporation, partnership or individuals with more than ten (10%) interest:

A. List all pending lawsuits which are concerned directly with the staff or part of your organization proposed for the contract:

B. List all judgements from lawsuits in the past five (5) years that are concerned directly with the staff and facilities proposed for the contract:

14. Are you able to comply with the insurance requirements as outlined in Section 1.11 of the General Information and Requirements? YES _____ NO _____

15. As an appendix to this bid, please provide a list of principals and key employees and summarize their experience.

Attached? YES _____ NO _____

16. Is there anything contained in the Invitation to Bid that is not included in your bid?

YES _____ NO _____

If yes, explain: _____

The proposer understands that the information contained in these proposal pages is to be relied upon by the City in awarding the proposed contract, and such information is warranted by the proposer to be true. The proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

Please review the questionnaire to make sure all questions have been answered. Attach additional sheets if necessary. Failure to answer each question could result in the disqualification of your bid.